Script for Site Information Sheet

1. Once you have completed filling out the sponsor information sheet and submitted it in the CNPweb, you will be required to fill out the site information sheet for your organization or school. Next to your site information sheet click, on the word **ADD** under the *action* column on the right to update your Site Information Sheet. Next slide

2. For # 1-16, enter the address just as you did on your Sponsor Info Sheet. Remember this is the address for a building or site. It may not be the same as your sponsor address. Enter the mailing address for your organization. If the mailing address and the street address are the same just click on the box. If the mailing address is a post office box, you will need to enter a street address so we can find you. Alternate address 1 is optional if you have different location for shipping.

    Next for # 17-24, you will enter the information for the food service contact at this site. It may or may not be the same as the food service contact on your Sponsor Info Sheet. Make sure to select the contact's address on number 24. Next slide

3. For #25-#30, check the months that your school or organization will be operating your School Nutrition Programs. Make sure to check all the School Nutrition Programs that apply to your school or organization. Next slide

4. Under general information, please note that the site type cannot be changed by you. If you need to make corrections to this item, please contact Sarah Kenworthy by e-mail at (skenworthy@doe.in.gov) or by phone at (317) 232-0857 or Marcia Yurczyk by e-mail at (myurczyk@doe.in.gov) or by phone at (317) 232-0852. Toll free at 1-800-537-1142.

    For #31, select if the site is a closed or open campus. An open campus allows students to leave campus for lunch. Next Slide

5. For #32, to choose the classification of the site, select the blue arrow in the pull down menu box. Choose from one of the 8 classifications that fits your school or organization the best.

    If the site is a private Residential Child Care Institution, the organization is required to answer #33 and #34 by entering their child care license expiration date and license number.

    All public and private Residential Child Care Institutions **must** answer number #35. Check yes if your institution approves free and reduced applications. Next slide

6. For #36 all sites must select if the site is a legal entity of the sponsor or if the site is legally separate from the sponsor. Use the pull down menu box to make your selection.

   For #37, select the type of food service. Pick one of the 4 types of food services that are available. An onsite kitchen is when food is cooked at the site. A shared kitchen is a kitchen that is shared between two buildings. A satellite kitchen is when meals are not prepared at that building but prepared at a different building within the organization or school and transported to that kitchen to serve. Vended meals are meals that are prepared by a different company or organization and transported to your organization or school. Use the pull down menu box to make your selection.

   #39, in the appropriate boxes, check the grades served at the site. For example a high school might check 9th, 10th, 11th, and 12th grades.

   #40 is the State Attendance Factor which is automatically entered into the system by the Indiana Department of Education. This State Attendance Factor **should not** be changed unless approved by the Indiana Department of Education. Next slide

7. #41-49, the Site and Area Eligibility information is automatically calculated by the system. These numbers help determine eligibility for severe needs breakfast and After School Snack Program. If you have a question or concern about these numbers, please contact Sarah Kenworthy by e-mail at (skenworthy@doe.in.gov) or by phone at (317) 232-0857 or Marcia Yurczyk by e-mail at (myurczyk@doe.in.gov) or by phone at (317) 232-0852. Toll free at 1-800-537-1142. Next slide

8. Eligibility for severe needs breakfast is determined from the second preceding year's number of lunches served. A school must have 40% or more free and reduced lunches served in the second preceding year to qualify for the severe needs rate. Next slide

9. Eligibility for the After School Snack Program is determined from the baseline data as of April 30, 2010. Next slide

10. #50-57 are questions regarding the National School Lunch Program.

   #50 has four options for a school or organization to choose. If your school or organization participates in the National School Lunch Program, choose the option labeled "participates in the National School Lunch Program". If your school operates Provision 2 or Provision 3, choose the one that your school is operating. If this is a new site on Provision 2 or Provision 3, make sure to contact Sarah Kenworthy at 317-232-0857 or by e-mail at skenworthy@doe.in.gov before you start Provision 2 or 3 at a particular site.

If your organization or school is **not** participating in the National School Lunch Program, pick the option labeled "not participating". Next slide

11.   # 51- 52 are for Provision 2 and 3 schools only. # 51 requires the school to enter the Base Year their Provision 2 or 3 program began. Question 52 requires the school to choose which method of payment the school wants to receive - monthly or annually. Next slide

12.   # 53 is for all sites operating the National School Lunch Program. Offer versus Served is required at the secondary level (high school). It is optional for all lower grades (middle school through elementary). For more information on Offer versus Serve visit our School Nutrition Programs website at www.doe.in.gov/food/schoolnutrition.

55 enter the amount you charge your paid students for lunch. #56 enter the amount you charge your reduced students for lunch. You cannot charge your reduced students more than .40 cents for lunch. Next, enter the amount charged to adults for a paid lunch on question 57. It should be at least .25 cents more than paid student's lunch. If teachers or parents eat for free, the food service account funds should **not** be used to support these meals. The funds **must** come from another account or source such as the General fund to support serving free meals to adults or teachers. Next slide

13.   #58-65 are questions pertaining to the School Breakfast Program.

#58 has four options for a school or organization to choose. If your school or organization participates in the School Breakfast Program, choose the option "participates in the School Breakfast Program". If your school operates Provision 2 or Provision 3 for breakfast, choose the one that your school is operating. If this is a new site on Provision 2 or Provision 3, make sure to contact Sarah Kenworthy at 317-232-0857 or by e-mail at skenworthy@doe.in.gov before you start Provision 2 or 3 at a new site. If your organization or school is **not** participating in the School Nutrition Program, choose the option "not participating". Next slide

14.   # 59-60 are for Provision 2 and 3 schools only. # 59 requires the school to enter the Base Year their Provision 2 or 3 program began. #60 requires the school to choose which method of payment the school wants to receive, monthly or annually. Next slide

15.

61 is for all sites operating the School Nutrition Programs. Offer versus Served for breakfast is optional at all grade levels. For more information on offer versus serve visit our School Nutrition Programs website at www.doe.in.gov/food/schoolnutrition.

63 requires you to enter the amount charged to paid students for breakfast. # 64 requires you to enter the amount charge to reduced students for breakfast. You cannot charge your reduced students more than .30 cents for breakfast. Enter the amount charged to adults for a paid breakfast on #65. It should be at least .25 cents more than paid students. You **do not** want the free, reduced, and paid students supporting the adult breakfast. If teachers or parents eat for free, the food service account funds **should not** be used to support these meals. The funds must come from another account or source such as the General Fund to support serving free meals to adults or teachers. Next slide

16. # 66-75 pertain to the Special Milk Program. A school can only participate in the Special Milk Program if they **do not** operate the National School Lunch Program or if they have split session kindergarten who do not have access to the School Breakfast Program or National School Lunch Program. Next slide

17. # 66 requires a school or organization to select one of the two options. If you are participating in the Special Milk program, select the option "Participating". If you do not participate in the Special Milk Program, select the option "Not Participating".

   # 67 is required for schools participating in the Special Milk program. A school **cannot** offer the Special Milk Program if the children have access to the Federally funded breakfast and/or lunch. If yes is selected, this will cause an error in the system. If the children **do not** have access to the Federally funded breakfast and/or lunch, please select no and answer questions 68-75 that most appropriately fits your school. Next slide

18. There are two options to the Special Milk Program. Option one, #68 is when free milk applications are not collected, but they are all claimed as paid milk only. A school can charge all students for paid milk or a school does not have to charge all students for paid milk. If Option One is selected you will need to select the appropriate answer for either #69 or 71. If #69 is selected then #70 **must** include the price charged. Next slide

19. Another option is # 72 when free milk applications are collected from households, and a school claims students as paid and free milk. A school can charge all students not eligible for free milk or not charge any of the students for milk. If Option Two is selected you will need to select the appropriate answer for either #73 or 75. If #73is selected then #74 **must** include the price charged. Next slide

20. # 76-84 pertain to the After School Snack Program. There are three options for question 76. If a school is **not** participating in the After School Snack Program, select the option "not participating". If a school building is participating in the After School Snack Program but their eligibility is less than 50%, select the option "Participating – Regular Snack". In order to select the option "Participating – Site

Eligible Snack", a school building must have 50% or more free and reduced students. Next slide

21. # 77 asks for a school building to write the description of educational or enrichment activities in the After School Program. This activity must be available to all students in the building if they choose to participate.

If the site is **not** "Site Eligible" or is a Non-School Site, list the school building number of an eligible site that serves this attendance area. Enter the site number into # 78. You will need to submit a Google map, MapQuest map, or corporation map to the Indiana Department of Education to verify that they are in the same attendance area. Within a corporation, an elementary school will **not** be in the same attendance area as another elementary school.

Next, enter the time the normal school day ends and the time the snack programs begins on # 79 and 80. The after school snack program must begin after school.

Enter the days the snacks will be provided on # 81.
If a site is "site eligible", the school will offer the snacks for free to all the students and claim them all for free in the system. Therefore, a "site eligible" school does not need to enter information for # 82-83. If a site is a "regular snack" site, the school **cannot** charge more than .15 cents for the reduced-price students.

#84 is for Residential Child Care Institutions only. If students attend school in July, select "Yes". If students do not attend school in July, select "No". Next slide

22. # 85-101 pertain to schools participating in the Fresh Fruit and Vegetable Program. The Fresh Fruit and Vegetable Program is for schools who have 50% or more free or reduced students, submitted an application for the Fresh Fruit and Vegetable Program, and were chosen to participating in the Fresh Fruit and Vegetable Program. If a school is eligible for the Fresh Fruit and Vegetable Program for the school year, it will state Eligible for Fresh Fruit and Vegetable Program on the right side and that school building **must** fill in the information. If a school is not eligible for the Fresh Fruit and Vegetable Program, it will select Not Eligible for Fresh Fruit and Vegetable Program.

Next for #86-92, you will enter the information for the Fresh Fruit and Vegetable contact.

93-97, enter the mailing address for the Fresh Fruit and Vegetable Program contact if different from the school building's address. Next slide

23. # 98 and 99 enter the times and days the Fresh Fruit and Vegetable is served. The Fresh Fruit and Vegetable Program **cannot** be served during lunch, breakfast, or outside school hours.

    # 100 please check all the promotional activities that apply to your school for the Fresh Fruit and Vegetable Program.

    # 101 please check the distribution methods that apply to your school. Next slide

24. #102-118 pertain to the Summer Seamless Waiver. If you are on the Summer Food Service Program, you will **not** fill out the Summer Seamless Waiver section. The Summer Food Service Program and Summer Seamless Waiver are two different programs.

    Call Marcia Yurczyk at 317-232-0852 if you want to be on the Summer Seamless Waiver, and she will help you fill out the Site Information Sheet. Next slide

25. It is required that school buildings have two food safety inspections a year. It is the responsibility of the school to notify the health department that they participate in the National School Nutrition Program and **must** have two health inspections. For # 119 and 121 a school **must** select the statement that most appropriately fits the school building. These questions reflect what health inspections were held in the previous school year. Therefore, if a school or an organization is filling out Program Year 2011 (school year 2010-2011), they would provide information on health inspections that took place in Program Year 2010 (school year 2009-2010).

    If a school received a health inspection in the previous year, select received a Health Inspection and enter the date. If a school or organization requested a health inspection, but it was not completed by the health department select, the first Bullet "A health inspection was requested during program year ____, but it was not completed." Please make sure to keep a record of the request. This could be a letter or an e-mail sent to the health department.

    If no health inspection was requested and not completed, select the second bullet "No health inspection was requested during program year _____." Next slide

26. # 123-128 refer to Menu Planning. For questions #123 and 125 select the menu plan that your school operates. There are five choices to select. If NuMenus or Assisted NuMenus are used for Breakfast or Lunch Menu Planning select the software in #124 and #126. You **must** use a USDA approved software for your NuMenus or Assisted NuMenus. Next slide

27. # 129 Accountability Procedures refers to the payment collection method. A school or organization **must** identify what payment collection method is used to prevent overt identification of children on free and reduced benefits. There are 5 options available to choose. Choose the option that fits your organization or school most appropriately. If "Other" is selected, enter the description for Method of Collection. Only one option should be selected.

   # 131 refers to the Meal Counting Method. Meal County Method should be taken at the point of service to prevent overt identification of children on free and reduced benefits. There are 5 options available to choose. Choose the option that fits your organization or school must appropriately. If "Other" is selected, enter the description for Method of Collection in # 132. Only one option should be selected. Next slide

28. #133 for the majority of sponsors or organizations, Meal and Milk counts should be taken at the point of service. If the meal or milk count is **not** taken at the point of service, as a camp, school, or organization you should explain in # 134 the reason the milk or the meal counts are not being taken at the point of service. It will be reviewed by the State Agency and approved if acceptable. Next slide

29.   For # 135 check the box to certify the information and then check the box to submit the site information sheet to the State for approval. When finished, scroll to the bottom of the form and click on the Submit button. Subsequently, you want all of your information sheets to be in **Pending Submission** status. The State Agency will make the final approval. Next slide

30. When you have finished entering all the information for the required off-line forms, Sponsor Information Sheet, and Site Information Sheet, the forms will be in **PENDING SUBMISSION STATUS**. You want the Sponsor Summary to be in Pending Approval Status. You will see a box to checkmark and submit all of your information for approval at the bottom of the Packet page. Click the box and select "Submit" and your application packet will be in **PENDING APPROVAL STATUS**. The State Agency will review each sponsor's off-line forms, site information sheet, and sponsor information sheet before approval. If there is an error, the State Agency will mark the packet (sponsor summary) as needs correction for the sponsor to correct. Next slide